

DIVISION OF DISTRICT OPERATIONS  
PUPIL TRANSPORTATION BRANCH  
KENTUCKY DEPARTMENT OF EDUCATION

# VEHICLE AT SPEED

**PARTS  
1 & 2**

# VEHICLE AT SPEED

## PART 1

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## **INTRODUCTION**

The purpose of this publication is to assist school districts and private school bus contractors in planning and conducting school bus performance skills tests to fulfill the training requirement, "vehicle-at-speed," on a local level.

To begin, it may be advisable to define a school bus performance skills test. It is basically a test of the individual's knowledge and/or skills, which are used in driving a school bus. As the name implies, the driver performance skills test stresses safety.

The school bus driver performance skills test is also a learning experience in which participants have an opportunity to evaluate their strengths and weaknesses. It builds on the individual's natural competitive spirit to encourage high levels of performance. The participants' natural desire for self-improvement is stimulated and encouraged. In summary, a school bus driver performance skills test is a test in which the participants demonstrate their knowledge and skills of driving a school bus.

The following sections of this publication contain information, which will enable school districts or private school bus operators to conduct their own local school bus driver performance skills in the vehicle-at-speed section of the core curriculum.

## **GOAL AND OBJECTIVES**

The school bus driver performance skills test has one ultimate goal. That is: "to reduce the number of incidents and resulting injuries and deaths in pupil transportation through development and retainment of driving skills."

In striving to achieve the ultimate goal, the school bus safety driver performance skills test also attempts to meet the following objectives:

1. To increase the knowledge and driving skills of the participants;
2. To develop an attitude of self-improvement in each participant;
3. To develop, in each participant, a feeling of pride in being a part of the pupil transportation system;
4. To develop an "esprit de corp" among all school bus drivers;
5. To build a positive image of school bus drivers in the minds of the general public; and
6. To gain public recognition for the valuable services provided by the pupil transportation system.

# PART 1

## SECTION 1

### “VEHICLE-AT-SPEED DRIVER PERFORMANCE SKILLS TEST”

#### SPECIAL INSTRUCTIONS

Driver Training Instructors shall adhere to the following recommendations and advisement when administering the driver skill Performance test events.

#### KEY TASKS

The following sections will include some of the important tasks, which need to be addressed in organizing a driver skills performance test.

- a. Site Selection – the ideal site is a large, level, paved area. A school parking lot or driving range might be available. If not, there may be a church, shopping center or factory, which would permit use of their paved parking area.
- b. Driver Performance test events for driver qualifications shall not allow for modification of event requirement by driver training instructor and/or driver skill qualifiers.
- c. Procure equipment – you may be able to borrow some equipment needed and you may elect to build part of the equipment.
- d. Procure vehicles – the vehicles used in the actual driving events should be as nearly identical as possible. Pay particular attention to chassis items such as wheelbase, chassis mal(e, transmission type, etc. Vehicles used for the “bugged bus” should be in good repair with only the selected “bugged” detracts. **All vehicles should be full-sized Type C buses, air brake equipped.**
- e. Set-up course – course set-up may take more time than expected, especially with your first test. It is suggested that the course be set up and carefully measured the day before the actual test. When each event is correctly laid out, reference marks can be put down (with spray paint). The equipment can then be stored over night and set up quickly but accurately on the day of the test.

## **SECTION 2**

### **“SAMPLE RULES”**

Review these sample rules. Add, delete or change as you see fit to fill the needs of your own test.

1. Applicants will be required to stay in the driver preparation area until called to drive.
2. Any driver who knowingly accepts signals from spectators may be automatically disqualified. All spectators will be required to stay a minimum of twenty feet (20') from any of the test areas.
3. In all events, the bus doors must be kept closed unless rules and regulations of the test event require that they be opened. It shall be assumed that the driver has pupil passengers on board from the start of the contest and, therefore, he/she must act accordingly. Five (5) demerits will be charged for any bus door opened during the operation of the vehicle.
4. Each test driver will be required to maintain proper driving position at all times except when the test rules and regulations dictate otherwise. Proper driving position is being firmly in the seat with feet firmly planted on the floor or on the controls. The contestant will not be permitted to put his/her head out the bus window. Seat belts must be worn and snugly fastened during the test. There will be complete disqualification in the event any infraction concerning the above occurs.
5. Due to the fact drivers will be in one group during the test, each driver is placed on his/her honor not to assist another in any way. In the interest of fair play, drivers should not discuss the bus defects with each other. This could result in total disqualification.
6. Each driver will be given adequate time to familiarize him/herself with instrumentation and controls of the bus prior to beginning the actual inspection and also prior to the operation of the vehicle to be driven in the test. Drivers should inform the instructor when they are ready to begin the inspection or the driving part of the test.
7. The time limit for completion of the bus inspection test is six (6) minutes. Do not start the engine for air or vacuum tests as drivers may inform the instructor verbally as to these inspection procedures.

## SECTION 3

### “DRIVING SKILLS EVENTS”

#### DIRECTIONS

This is the driving portion of the "vehicle-at-speed" section of the core curriculum. This section makes up 410 of the 610 points that are possible. Following is the breakdown:

FAULTY BUS .....	50 POINTS POSSIBLE
DRIVING COURSE .....	410 POINTS POSSIBLE

#### CONSISTING OF:

BACK-UP .....	50
DIMINISHING CLEARANCE .....	50
RIGHT TURN .....	25
STRAIGHT LINE .....	50
SERPENTINE .....	35
OFFSET ALLEY .....	50
RAILROAD .....	60
STOP LINE .....	15
STUDENT PICK-UP .....	<u>75</u>

INTERVIEW .....	50 POINTS POSSIBLE
WRITTEN TEST .....	100 POINTS POSSIBLE

TOTAL .....	610 POINTS POSSIBLE
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#### **\*\* REMEMBER \*\***

The only order of driving events that you, the driver training instructor, must adhere to is that the offset alley event must follow the serpentine event. These two (2) events must be administered together, with the serpentine coming first. The reason is that the first obstacle in the offset alley is measured from the last obstacle of the serpentine event.

## EVENT EXPLANATION AND SET-UP

### **SERPENTINE**

### **MAXIMUM SCORE – 35**

- PURPOSE:** This test is designed to determine driver's ability to steer a school bus in close limits.
- INSTRUCTIONS:** Bus must pass through the three (3) markers alternately to the, right of the first, to the left of the second, etc. The markers shall be placed the length of the bus plus six feet (6') apart including the distance between the third serpentine obstacle and the first offset alley obstacle. Bus must be operated in continuous motion during the test except for the stop made before beginning the initial forward motion.
- SCORING:** Demerits will be given for moving in a jerking fashion, stopping during the problem, backing during the problem, or bumping, scraping or knocking over a marker. If the driver does not follow instructions or passes up the problem, total points will be deducted.

### **OFFSET ALLEY**

### **MAXIMUM SCORE – 50**

- PURPOSE:** This test is designed to evaluate a driver's ability to handle his/her bus under actual or simulated driving conditions. An offset alley is set up to determine the driver's ability to drive his/her bus through two (2) offset lanes with a minimum of hesitation and without touching the barriers.
- INSTRUCTIONS:** Two (2) sets of parallel barriers, ten feet (10') long and ten feet (10') wide. The right hand barrier of the first set is placed in a direct line with the left hand barrier of the second set (the offset barriers). The distance between the two (2) sets of barriers (from the end of the first set to the beginning of the second set) will be the length of the bus plus three feet (3').
- SCORING:** Eight (8) demerits will be given for each instance of stopping the forward motion of the bus while proceeding through the offset alley. Five (5) demerits will be given if the driver opens the door while the bus is in motion. The driver will be disqualified (50 demerits) if the bus is backed up at any time during this event.
- Seven (7) demerits will be charged for each instance of bumping or touching any of the barriers.

## STUDENT LOADING

MAXIMUM SCORE – 75

- PURPOSE:** This test is designed not only to evaluate a driver's alertness while in the process of loading and unloading elementary pupils, but to determine his/her ability to remember and perform several other quite important functions incidental to such loading. Such items include the proper use of mirrors and the 8-lamp system.
- INSTRUCTIONS:** An elementary "student" (simulated) is to be picked up from a loading point on the right-hand edge of the two (2) lane roadway. The student, identified by a sign, will be standing on a curb. However, the bus must stop in the roadway since there is no park lane. The driver is to pick up this student and proceed through the course.
- SCORING:** Everything required of a driver will be judged - from the time the driver approaches the loading zone until he/she departs from the loading zone and reaches a traffic lane. The driver will be checked on his/her use of the parking brake, 8-lamp system, mirrors, etc. While most of the violations chargeable in this and other tests are violations of fixed laws and regulations, some are based on general safe driving procedures.

## RAILROAD CROSSING

MAXIMUM SCORE – 60

- PURPOSE:** The railroad crossing represents one of the greatest hazards insofar as mass casualties or fatalities are concerned. This test is to evaluate the driver's degree of care and his/her knowledge of laws, rules and regulations when required to negotiate a school bus across railroad tracks.
- INSTRUCTIONS:** A simulated railroad crossing will be established as follows:
1. A thirty foot (30") roadway that crosses two (2) parallel sets of tracks.
  2. A railroad crossing sign will be placed in the proper position at the right side of the roadway.
- SCORING:** Everything required of a driver will be judged - from the time the driver approaches the crossing until he/she reaches the other side of the crossing. The driver will be checked on his/her use of the parking brake, shutting off noise makers, mirrors, stopping the bus, opening the door, checking tracks, driving across the railroad tracks, etc. While most violations charged in this and other tests



are violations of fixed laws or regulations, some are based on general safe driving procedures.

### **STRAIGHT LINE**

### **MAXIMUM SCORE – 50**

- PURPOSE:** To determine the driver's ability to maneuver the right wheels of a school bus over a straight path with a given width.
- INSTRUCTIONS:** Right wheels of the bus must travel the path without striking or, moving the markers with any wheel. Bus must be operated in a continuous forward motion. The distance between the markers is the width of duals plus three inches (3"). Each flight of markers shall be placed twenty feet (20') apart.
- SCORING:** Points will be deducted for stopping during the problem, touching or knocking marker off, backing during problems or driving to either side of the markers.

### **DIMINISHING CLEARANCE**

### **MAXIMUM SCORE – 50**

- PURPOSE:** In this test, the driver is required to drive his/her bus in a straight line through diminishing clearance obstacles and in a smooth, continuous manner.
- INSTRUCTIONS:** For the purpose of conducting this test, four (4) pairs of standards will be set up. Each pair of standards will be parallel to the next. The distance between the pairs of standards will be twenty-five feet (25'). The width of each pair will vary, as follows:
1. The width of the first pair of standards will be equal to the widest part of the bus, plus eight inches (8") – 8' 8".
  2. The width of the second pair of standards will be the width of the bus plus six inches (6") – 8' 6".
  3. The width of the third pair of standards will be the width of the bus plus four inches (4") - 8'4".
  4. The wide of the fourth pair of standards will be the width of the bus plus two inches (2") - 8'2".

The driver will be expected to proceed through this lane in a smooth and continuous manner without touching any of the marker standards

**SCORING:** Two (2) demerits will be given for each instance of jerky or uneven movement (with a maximum of 10 demerits). Two (2) demerits will be charged for each instance of stopping the forward motion of the bus (with a maximum of 10 demerits) Ten (10) demerits will be given for each instance of touching a marker standard.

### **BACK-UP**

### **MAXIMUM SCORE – 50**

**PURPOSE:** This test is designed to determine the driver's ability to back the school bus into a restricted space.

**INSTRUCTIONS:** Each stall (or bay) is identified by parallel white lines on the pavement ten feet (10') apart. Each front corner will be marked with upright standards. In order to limit the driver to established maneuvering room, a front wheel limitation line shall be placed on the pavement, perpendicular to the parallel stall marker lines. The approach to the back-up stall will be made from the right hand side only. The distance from the front stall standards to the wheel limitation line will be forty feet (40').

**SCORING:** Each driver will be permitted one (1) pull-up before demerits will be charged. Five (5) demerits will be given for each instance of pulling up more than once. Upon completion of the test, the bus should be parked as near to the center of the ten foot (10') stall as possible (both ends of the bus). Two (2) demerits will be given for each inch, or fraction thereof, the bus is off the two inch (2") centerline. Centering will be determined by the relationship of the center of the front and rear bumpers to the center of the stall, but with only the single greatest distance off center (front OR rear) being used to compute demerits. Five (5) demerits will be given for each six inches (6"), or fraction thereof, that the bus is parked in excess of one foot (1') from the rear barrier. Driver will sound horn upon completion of parking maneuver.

### **RIGHT TURN**

### **MAXIMUM SCORE – 25**

**PURPOSE:** This test is designed to determine the driver's proficiency in judging the distances and handling of the bus in making a right hand turn.

**INSTRUCTIONS:** Everything required of a driver in making a smooth right hand turn will be included. No stop of the bus is required.

SCORING: Driver will be scored on use of turn signal, checking cross traffic, proper traffic lane, hitting inside or outside markers.

**STOP LINE**

**MAXIMUM SCORE – 15**

PURPOSE: This test is designed to determine driver's depth perception, ability to use cross-view mirrors and ability to bring bus to smooth, complete stop.

INSTRUCTIONS: A stop line four feet (4') long and four inches (4") wide will be established at the end of a straight line. The driver will be expected to bring the bus to a complete stop as close to the stop line as possible. Only one (1) stop should be made; demerits will be given for more than one (1) stop. The driver can approach the stop line at any desired speed. Driver will sound horn and set the parking brake upon completion of stopping maneuver.

SCORING: Five (5) demerits will be given for each instance of bringing the bus to a stop more than once. If the bus goes over the stop line, fifteen (15) demerits will be given. Measurement will be taken from the front surface of the front bumper. The bus is expected to stop within two inches (2") of the stop line. Three (3) demerits will be charged for each two inches (2"), or fraction thereof, that the bus exceeds this tolerance after brought to the final stop.

**PHYSICAL AND VERBAL INSPECTION TEST**

**MAXIMUM SCORE – 50**

PURPOSE: A school bus driver is required by law to make an inspection of his/her bus before transporting pupils. A school bus found to be unsafe shall not be used for the transportation of pupils until such defects are corrected. Such inspection should be planned and conducted in a systematic and logical manner to assure that all defects are noted. The purpose of this test is to evaluate the driver efficiency in conducting this inspection.

INSTRUCTIONS:

This test is divided into two (2) categories, the first being an evaluation of the manner in which the driver makes the inspection; and the second to judge his/her ability to make a complete physical inspection of the bus, including the general condition of the bus interior, all glass, seats, first aid kits, mirrors, horn, all gauges and instruments, windshield wipers, all brakes, all lights, all emergency exits, entrance doors, all signals and flashers, fuel, oil, water, air and tires, and general exterior.

**SCORING:**

A TIME LIMIT OF SIX (6) MINUTES WILL BE ENFORCED FOR EACH DRIVER. Drivers failing to complete this test within the six (6) minute time limit will receive fifty (50) demerits. If any reasonable assistance is needed in checking the bus, the instructor will assist in any way that does not violate the spirit of the test, as in checking the operation of the stop lights.

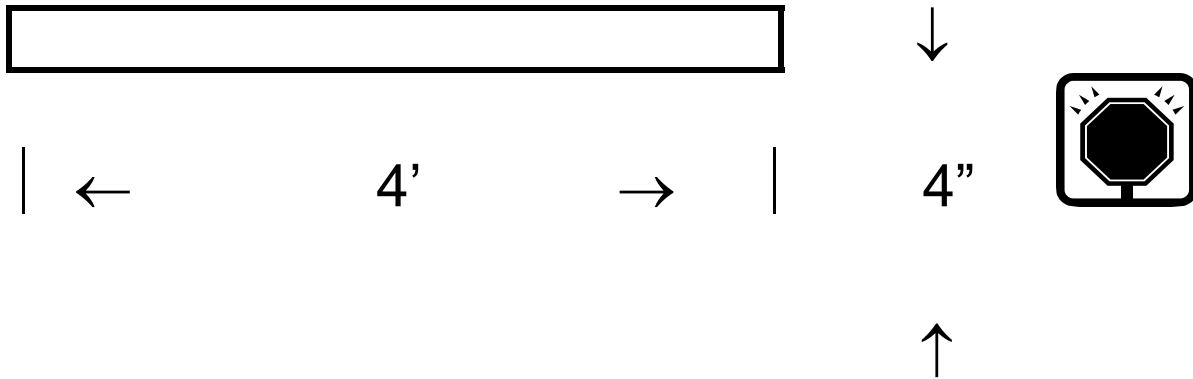
The instructor will write down items that drivers feel are defective, and the driver will initial each item the judge notes after he has completed the test. There will be six (6) defects on the vehicle that should be discovered by the driver on a daily check. Unless instructed otherwise, the vehicle is NOT to be started.

## SECTION 4

### EVENT DIAGRAM

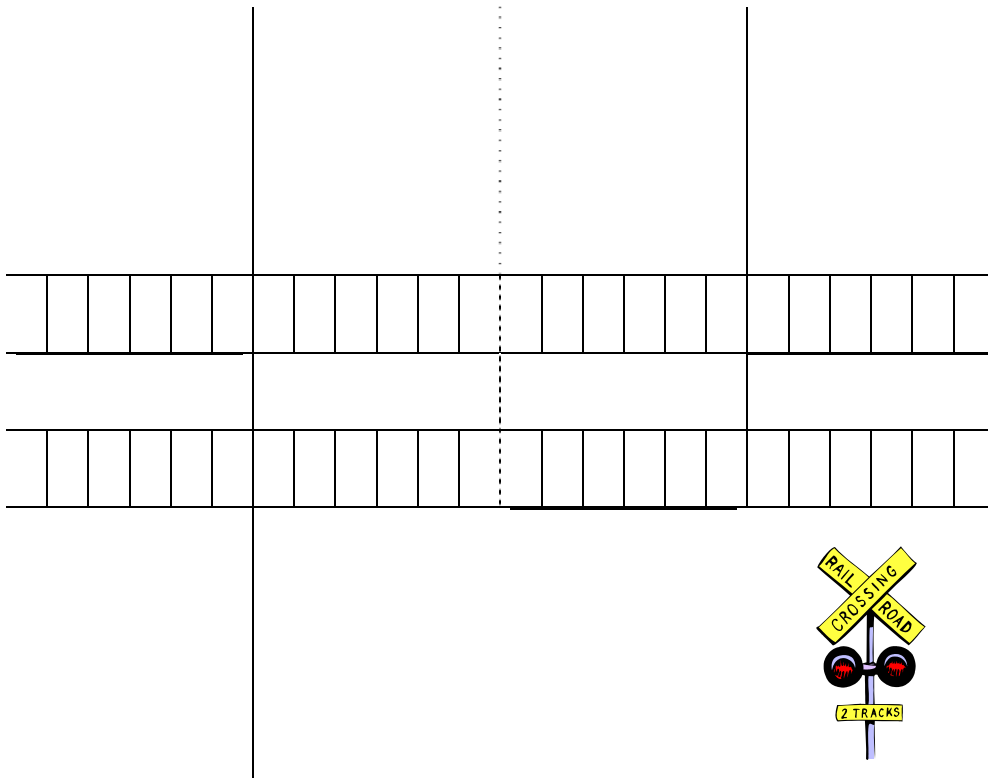
Stop Line .....	13
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Barrier For Offset Alley .....	24

**STOP LINE**



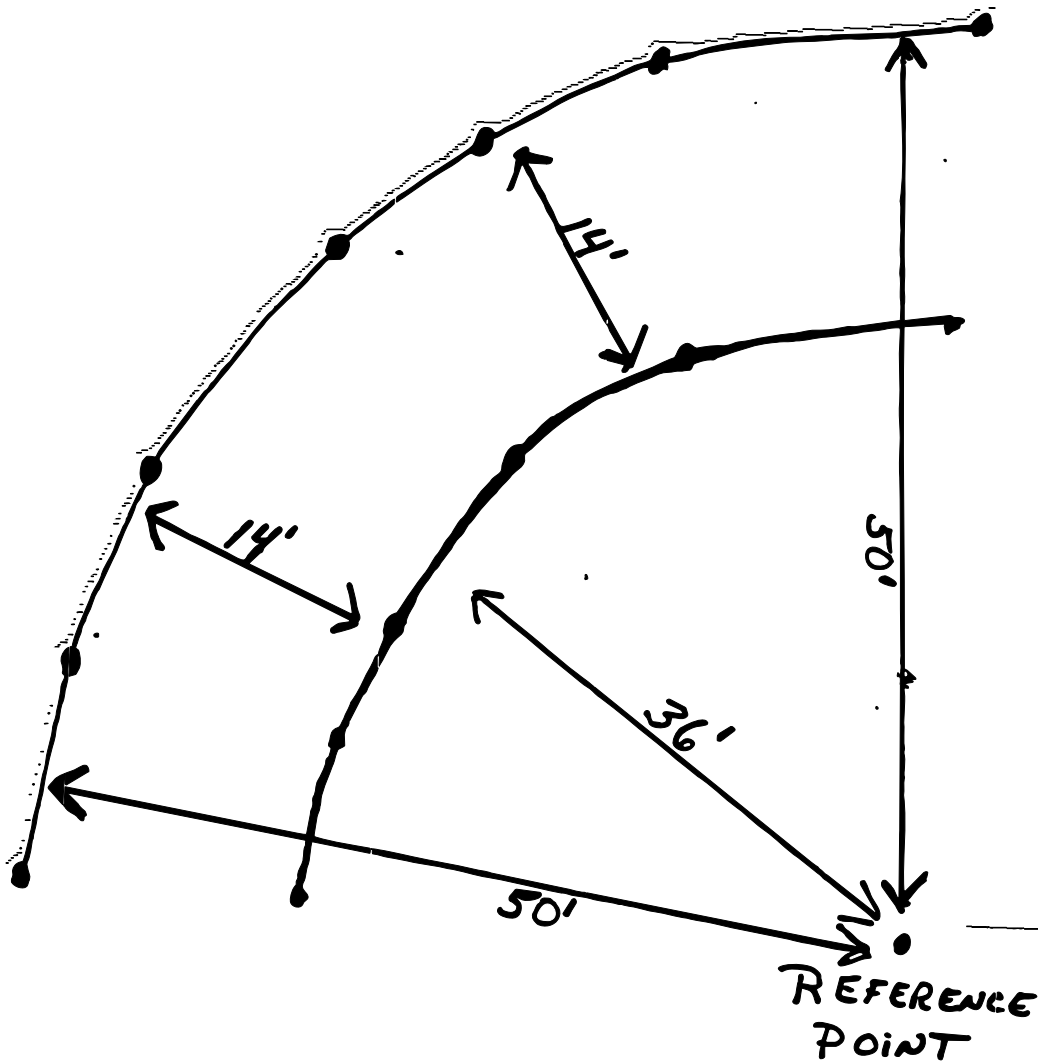
Stop sign should be placed to right of stop line.

## RAILROAD CROSSING



← 30' →

## RIGHT TURN

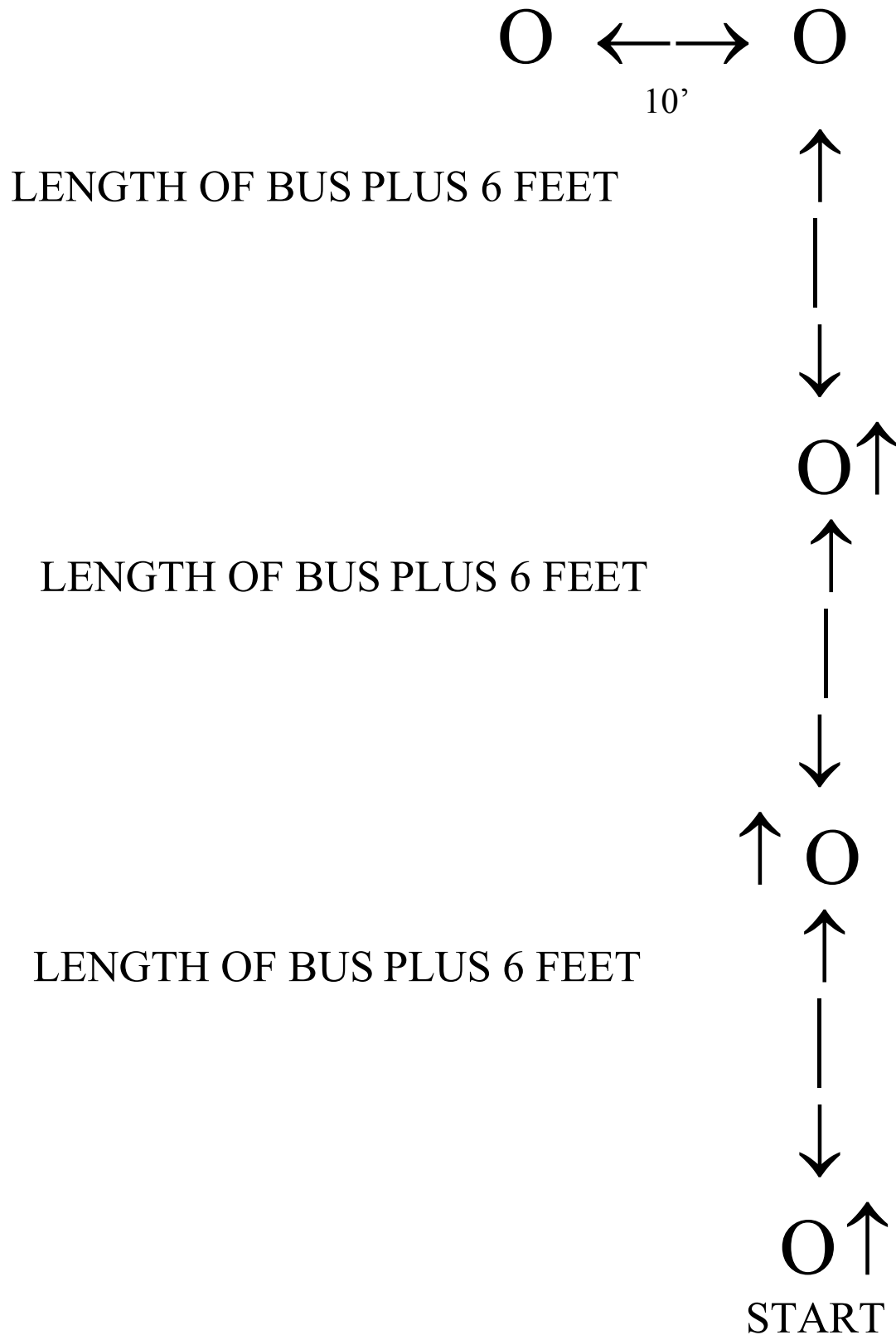


CHOOSE A REFERENCE POINT. MEASURE OUT 36' AND ARC AN INSIDE LINE. NEXT, MEASURE 50' FROM THE SAME REFERENCE POINT AND ARC AN OUTSIDE LINE. THIS GIVES YOU A FOURTEEN FOOT (14') ALLEY.

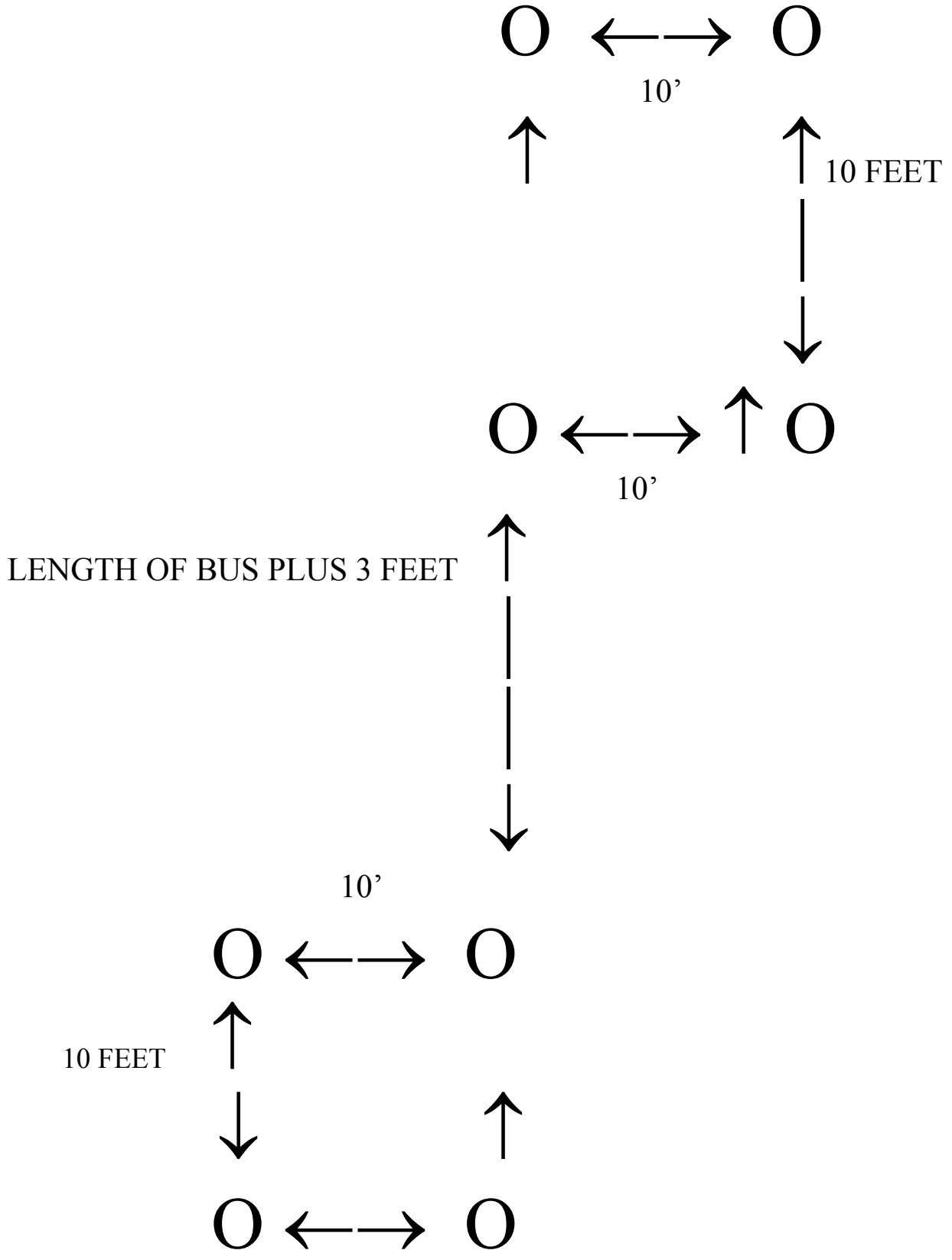


SERPENTINE

FIRST OFFSET  
ALLEY CONES

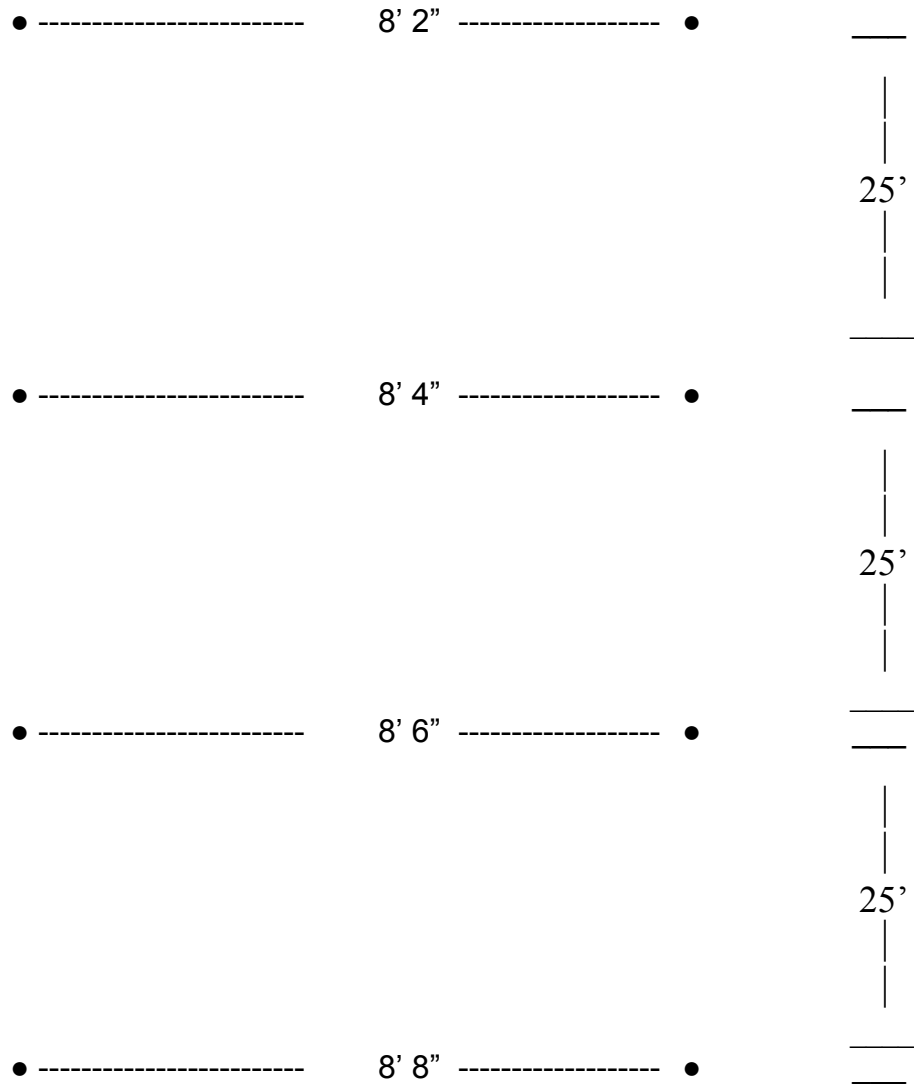


OFFSET ALLEY



### DIMINISHING CLEARANCE

Side barriers are tall cones. The first flight of cones are placed 8' 8" apart. The second flight of cones are placed 8' 6" apart. The third flight of cones are placed 8' 4" apart. The fourth and final flight of cones are placed 8' 2" apart. Each flight of cones are placed 25 (twenty-five) feet apart.



## STRAIGHT LINE

MARKERS ARE TENNIS BALLS  
SET ON SHORT PIECES OF  
RADIATOR HOSE. EACH PAIR

• •

20'

OF MARKERS IS SPACED THE  
WIDTH OF THE RIGHT DUALS  
PLUS 3".

• •

20'

SIX SETS OF TENNIS BALLS  
20' APART

• •

20'

THE RIGHT REAR DUAL TIRES  
SHOULD BE DRIVEN  
BETWEEN THE TENNIS BALLS

• •

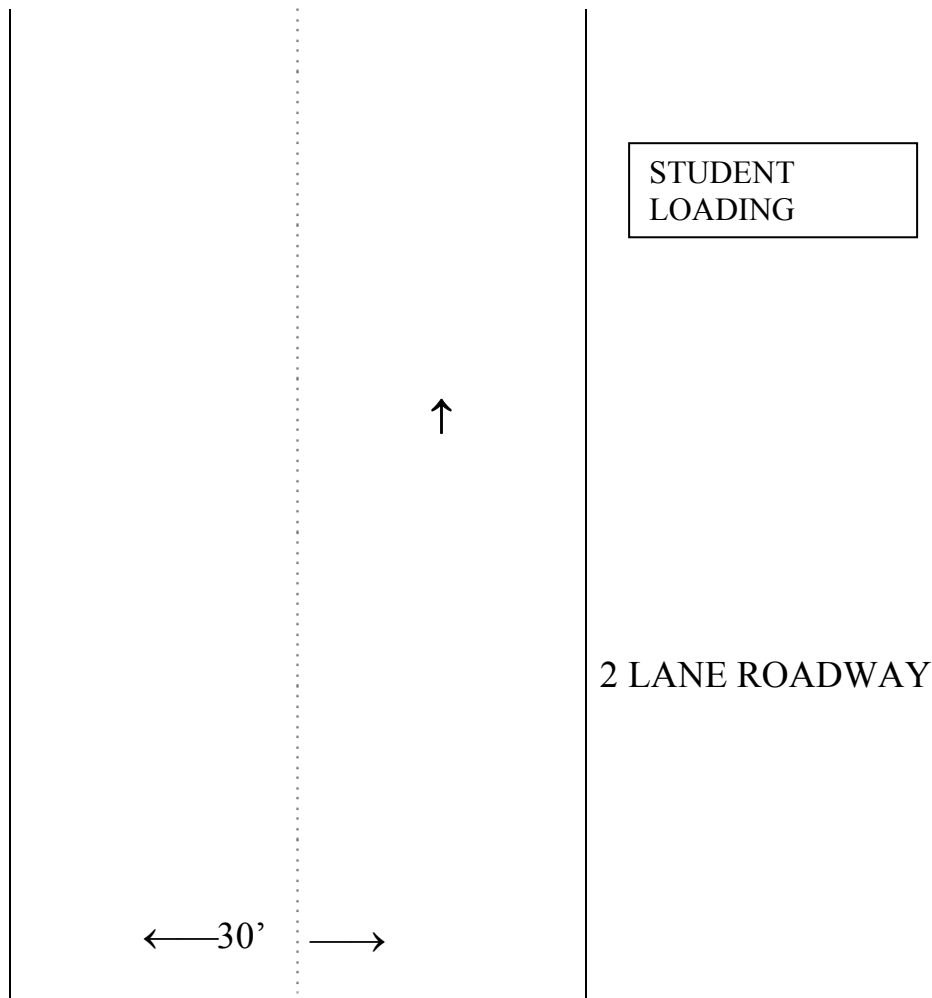
20'

• •

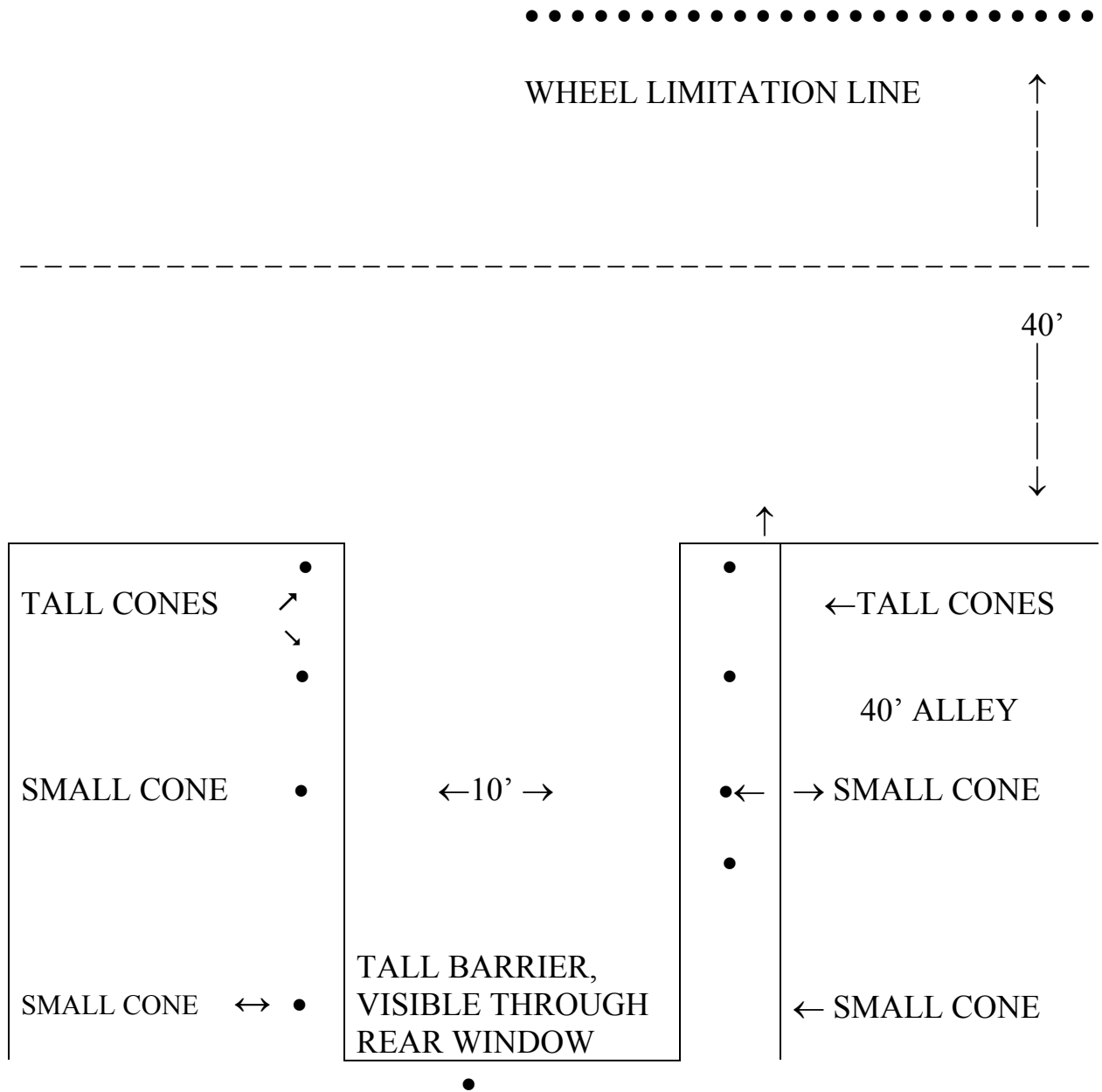
20'

• •

20'



## BACK-UP



## SECTION 5

### SIGNS



← 18' →

Red Background  
W/White Border And  
Letters  
Base 18" X 2 ½"

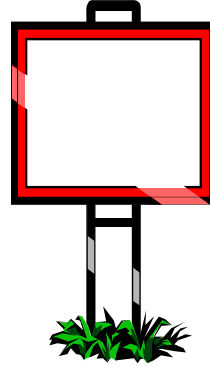


↑ 6'  
↓

White Crossarms  
W/Black Letters  
Sign 3' X 6'  
Base Same As Stop

### STUDENT LOADING

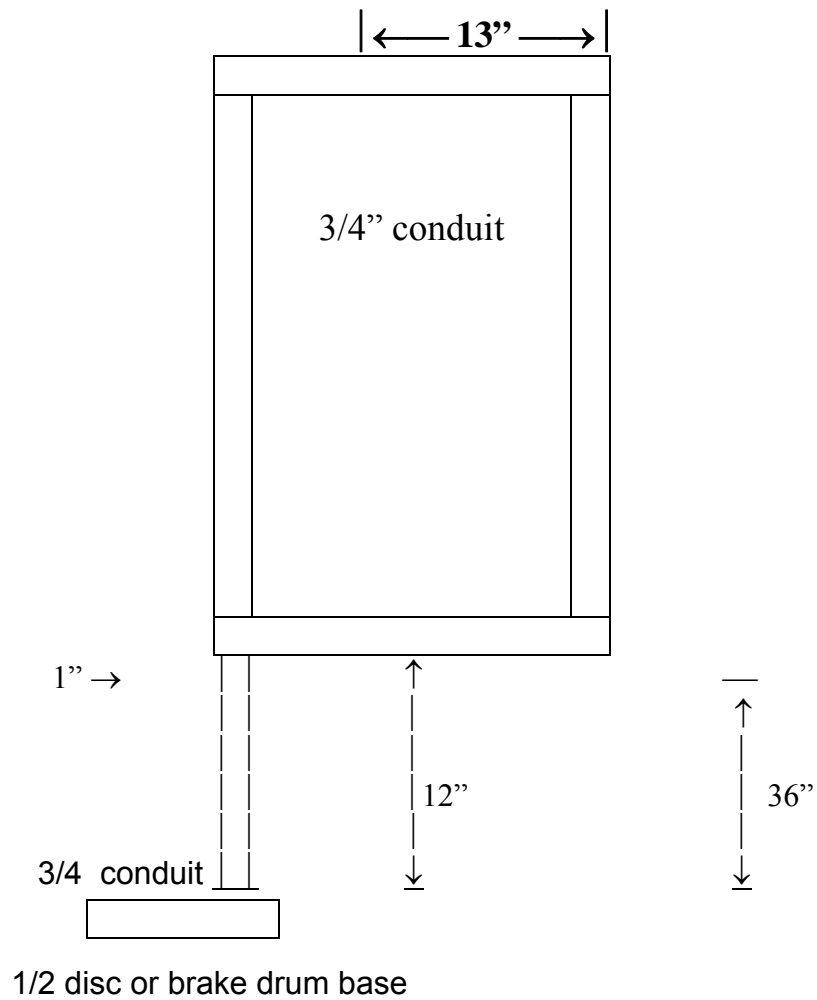
← 3' →



↑ 5'  
↓

Base Same Size As Top  
Sign-White Background  
Black Letters

**DIMINISHING CLEARANCE**  
**(8 REQUIRED)**



Cones may be used in lieu of above barrier.



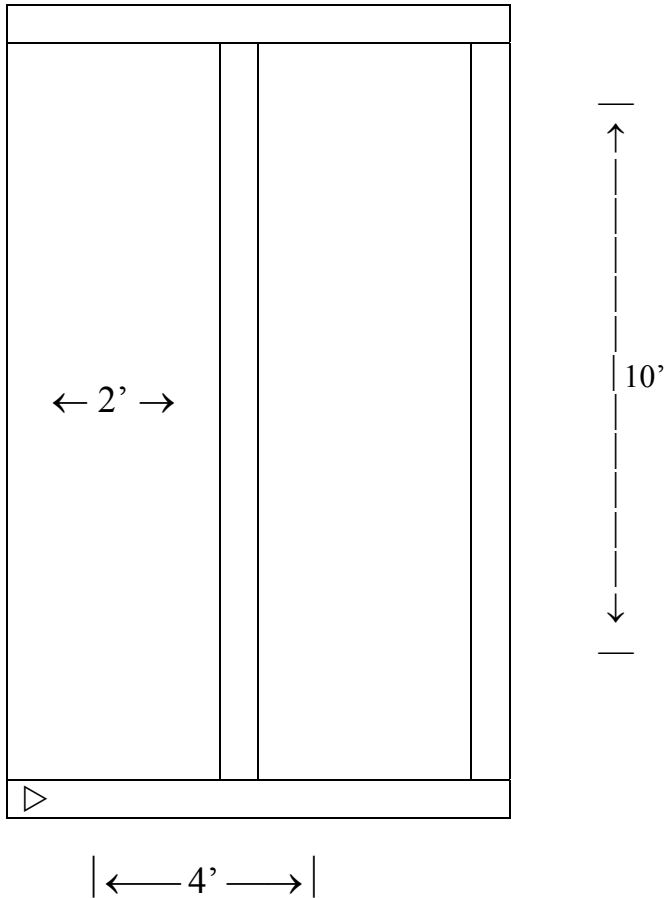
**OFF SET ALLEY**  
**(8 REQUIRED)**

To be constructed of  
2 X 4 lumber painted  
white.

Base to be detachable -  
2 1/2 " high and 18"  
wide of heavy material  
i.e., disc blade, etc.

Barrier for Offset  
Alley to have three  
wooden arms 18" long  
1 X 1" sq. rubber tip  
to fasten to barrier  
rail with bolt, flat washer  
and wing nut.

Arms to be mounted 3"  
From end and in the  
center.



**SECTION 6**  
**SCORE SHEETS**

<b><u>EVENTS</u></b>	<b><u>PAGE</u></b>
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### **STOP LINE**

MAXIMUM SCORE – 15  
TOTAL DEMERITS - \_\_\_\_\_

SCORED EARNED: \_\_\_\_\_

1. Check each instance of bus being brought to a stop more than once.  
(3) (3) (3) (3) (3) (Not more than 15 demerits) \_\_\_\_\_

2. Bus brought to final stop over stop line. (15 demerits) \_\_\_\_\_

3. After stop, measure distance to stop line. Score according to chart below:

0-2"		0 demerits	
2-4"		2 demerits	
4-6"		4 demerits	
6-8"		6 demerits	
8-10"		8 demerits	
10-12"		10 demerits	
12-14"		12 demerits	
14-16"		13 demerits	
16-18"		14 demerits	
18 +"		15 demerits	

4. Driver opens door at improper time, each occurrence 5 demerits. \_\_\_\_\_

**ENTER TOTAL OF ALL DEMERITS  
HERE BUT DO NOT ENTER MORE  
THAN 15** \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_  
DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

## RAILROAD CROSSING

		MAXIMUM SCORE – 60 TOTAL DEMERITS -	
<b>APPROACH</b>		SCORE EARNED	
1.	Tap brakes four to five (4-5) times	5 demerits	
2.	Failure to check outside mirrors	5 demerits	
3.	Failure to check inside rearview mirror	5 demerits	
<b>STOP</b>			
4.	Failure to set parking brake.	30 demerits	
5.	Activates any lights except highlights, if needed	30 demerits	
6.	Failure to stop in right lane of roadway	10 demerits	
7.	Failure to turn off all noise makers	10 demerits	
8.	Failure to stop more than 15 feet and less than 50 feet from the nearest rail.	10 demerits	
9.	Failure to open door and window	10 demerits	
10.	Failure to check railroad tracks in both directions	60 demerits	
11.	Failure to check inside rear view mirror	5 demerits	
<b>CONTINUE</b>			
12.	Failure to keep bus in lowest gear while crossing tracks.	10 demerits	
13.	Failure to check outside mirrors	5 demerits	
14.	Failure to check inside rearview mirror	5 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 60			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RIGHT TURN**

		MAXIMUM SCORE – 25 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Failure to check mirrors	5 demerits	
2.	Failure to use correct (or any) turn signal	10 demerits	
3.	Failure to approach in proper lane	5 demerits	
4.	Failure to check traffic in both directions.	10 demerits	
5.	Turn corner too short (runs over inside curb – hits any cones)	10 demerits	
6.	Turns too wide (runs over outside curb – hits any cones)	10 demerits	
7.	Too fast for conditions	10 demerits	
8.	Failure to use hand over hand steering	25 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 25			

DRIVER NAME: \_\_\_\_\_  
DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

## SERPENTINE

		MAXIMUM SCORE – 35 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Check each instance of jerky or uneven movement of bus. (2) (2) (2) (2) (2)	Not more than 10 demerits	
2.	Check each instance of stopping during problem. (5) (5)	Not more than 10 demerits	
3.	Check each instance of bus touching marker standards. (7) (7) (7) (7) (7)	Not more than 35 demerits	
4.	Driver opens door – each occurrence	5 demerits	
5.	Does not complete problem or follow instructions	35 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 35			

DRIVER NAME: \_\_\_\_\_  
 DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

### OFFSET ALLEY

		MAXIMUM SCORE – 50 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Check each instance of stopping forward motion of bus and charge 8 demerits for each instance. (Not more than 16 demerits) (8) (8)		
2.	Check each instance of barrier being touched, and charge 7 demerits for each instance. (Not more than 35 demerits) (7) (7) (7) (7) (7)		
3.	Check each instance of driver opening door and charge 5 demerits for each instance. (5) (5) (5)		
4.	Driver backs up bus (50 demerits)		
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50			

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### **DIMINISHING CLEARANCE**

		MAXIMUM SCORE – 50 TOTAL DEMERITS -	
		SCORE EARNED	
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)		
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)		
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)		
4.	Driver opens door – each occurrence 5 demerits.		
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.			

DRIVER NAME: \_\_\_\_\_  
DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_



## STRAIGHT LINE

		MAXIMUM SCORE – 50 TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
4.	Drives to either side of pair or markers. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
5.	Does not complete problem or fails to follow instructions. (50 demerits)	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.		

DRIVER NAME: \_\_\_\_\_  
 DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

## **STUDENT LOADING**

		MAXIMUM SCORE – 75 TOTAL DEMERITS -	
<b>STUDENT LOADING ZONE</b>		SCORE EARNED	
1.	Failure to check left outside mirror	5 demerits	
2.	Failure to check inside mirror	5 demerits	
3.	Failure to check right outside mirror.	5 demerits	
4.	Failure to set parking brake.	25 demerits	
5.	Failure to activate 8-lamp system.	50 demerits	
6.	Bus stopped closer than 6 feet from student sign.	10 demerits	
7.	Failure to allow students to be seated before moving bus.	10 demerits	
8.	Failure to put transmission in neutral.	5 demerits	
9.	Failure to signal students to board bus.	25 demerits	
<b>LEAVING STUDENT LOADING ZONE</b>			
10.	Failure to check right outside mirror.	5 demerits	
11.	Failure to check inside mirror.	5 demerits	
12.	Failure to check left outside mirror.	5 demerits	
13.	Failure to check crossover mirror.	2 demerits	
14.	Failure to close door prior moving.	10 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 75			

DRIVER NAME: \_\_\_\_\_  
 DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

### **BACK UP**

MAXIMUM SCORE – 50

TOTAL DEMERITS - \_\_\_\_\_

SCORED EARNED: \_\_\_\_\_

1. Check each instance of bus being brought to a stop more than once.  
(5) (5) (5) (5) (5) (Not more than 25 demerits) \_\_\_\_\_
2. Check each additional pull-up and charge 5 demerits for each occurrence.  
(5) (5) (5) (5) (5) (Not more than 25 demerits) \_\_\_\_\_
3. Strikes marking standard backing in or pulling out. (50 demerits) \_\_\_\_\_

4. Centering bus in space:

0-1"		2 demerits	
1-2"		4 demerits	
2-3"		6 demerits	
3-4"		8 demerits	
4-5"		10 demerits	
5-6"		12 demerits	
6-7"		14 demerits	
7-8"		16 demerits	
8-9"		18 demerits	
9-10"		20 demerits	
10-11"		22 demerits	
11-12"		24 demerits	

5. Distance from rear barrier:

0-12"		0 demerits	
12-18"		5 demerits	
18-24"		10 demerits	
24-30"		15 demerits	
30-36"		20 demerits	
36-42"		25 demerits	

**ENTER TOTAL OF ALL DEMERITS  
HERE BUT DO NOT ENTER MORE  
THAN 50** \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## PHYSICAL AND VERBAL VEHICLE INSPECTION

TIME: \_\_\_\_\_

MAXIMUM SCORE – 50

SCORE EARNED - \_\_\_\_\_

A six (6) minute time limit is allowed to complete this test.

CONTESTANT WILL INFORM JUDGE OF EACH DEFECT LOCATED

DEFECT # 1: \_\_\_\_\_ (9) POINTS) \_\_\_\_\_

DEFECT # 2: \_\_\_\_\_ (9) POINTS) \_\_\_\_\_

DEFECT # 3: \_\_\_\_\_ (9) POINTS) \_\_\_\_\_

DEFECT # 4: \_\_\_\_\_ (9) POINTS) \_\_\_\_\_

DEFECT # 5: \_\_\_\_\_ (9) POINTS) \_\_\_\_\_

USED SYSTEMATIC PROCEDURE \_\_\_\_\_ (5) POINTS) \_\_\_\_\_

ENTER TOTAL SCORE HERE,  
BUT NOT MORE THAN 50. \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_

DRIVER TRAINING INSTRUCTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

TEST INTERVIEW				FIXED SCORING										610
				VEHICLE AT SPEED (POSSIBLE POINTS)										
Applicant Number	Applicant Name	100 Written Exam	50 Personal App. Intv. Exam	50 Faulty Bus	50 Back Up	50 Dim. Clear	25 Right Turn	50 Straight Line	35 Sermen-Tine	50 Offset Alley	60 Rail-Road	15 Stop Line	75 Student Pick-Up	TOTAL SCORE
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

## SECTION 7

### “EQUIPMENT NEEDS”

#### GENERAL ITEMS

2 stop watches (“bugged” bus and driving test)  
clip boards for judges  
score sheets for each event  
24 tall cones or equivalent  
15 small cones  
8 offset alley barriers or 8 tall cones (included in the 24 cone total)  
1 student loading sign  
1 railroad crossing sign  
12 tennis balls  
12 short lengths of radiator hose or equivalent  
8 diminishing clearance standards  
spray paint (1 can of bright color, 1 can of black)  
100’ tape measure  
2 yard sticks  
stop sign  
1 ball of twine  
6’ length of 2” PVC pipe

#### WRITTEN TEST

copies of test and answer sheets  
pencils or pens  
scoring key

#### SERPENTINE

3 tall cones – 28”

#### OFFSET ALLEY

8 offset alley barriers or 8 tall cones – 28”

#### STUDENT LOADING

“Student Loading” sign

#### RAILROAD CROSSING

“Railroad Crossing” sign  
paint or tape to outline “tracks”

### STRAIGHT LINE

12 tennis balls  
12 short lengths or radiator or some type of similar set-up  
twine to tie tennis balls to radiator hose

### DIMINISHING CLEARANCE

8 diminishing clearance standards

### BACK-UP

5 tall cones  
9 small cones  
paint or tape to mark lane  
tape measure or yard stick  
1 6' length or 2" PVC pipe

### RIGHT TURN

paint or tape to lay out intersection  
6 small cones  
8 tall cones

### STOP LINE

"Stop" sign  
paint or tape to mark line  
tape measure or yard stick

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**100 QUESTION TEST**

(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)

**ANSWER EACH QUESTION TRUE OR FALSE**

- \_\_\_\_\_ 1. A school bus driver can serve as his/her own chaperon on an extra-curricular trip if he/she is a member of the school faculty or administrative staff and his/her load is of reasonable age.
- \_\_\_\_\_ 2. When exiting a highway, a driver should know the exit number, watch for signs, signal to move into the correct lane and reduce speed just before entering the deceleration lane.
- \_\_\_\_\_ 3. The normal absolute speed limit for a highway construction area is 45 MPH, unless otherwise posted.
- \_\_\_\_\_ 4. It is legal to split the lanes when making a right turn from a four (4) lane street.
- \_\_\_\_\_ 5. Legally speaking, it is never permissible to pass another vehicle on the right.
- \_\_\_\_\_ 6. White lines separate traffic moving in opposite directions.
- \_\_\_\_\_ 7. The color white on a traffic sign indicates regulation.
- \_\_\_\_\_ 8. When stopping at railroad tracks, the stop shall be made not less than 15' or more than 50' from the nearest track.
- \_\_\_\_\_ 9. A solid yellow line is used to mark the edge of the roadway on the driver's right.
- \_\_\_\_\_ 10. Sustained periods of high speed driving tend to dull a person's judgment of speed.
- \_\_\_\_\_ 11. If you are being tailgated, you should increase your following distance.
- \_\_\_\_\_ 12. The Heimlich maneuver is used when a victim has an obstructed airway.
- \_\_\_\_\_ 13. The recommended initial technique to be used to control bleeding is the use of pressure points.
- \_\_\_\_\_ 14. The primary objective of first aid is to save lives.
- \_\_\_\_\_ 15. Shock is defined as a depressed state of many vital bodily functions.



**(TRUE OR FALSE)**

- \_\_\_\_\_ 16. A multi-lane highway is defined as a highway with four (4) or more lanes.
- \_\_\_\_\_ 17. There is no law that requires a turn signal to be used when lane changing.
- \_\_\_\_\_ 18. When turning in a motor vehicle equipped with signal lamps or mechanical signal devices, hand signals are not allowed.
- \_\_\_\_\_ 19. A school bus driver encounters more drunken drivers during daylight hours than after dark.
- \_\_\_\_\_ 20. All pupils who are entering the bus or leaving the bus shall wait until signaled to do so by the bus driver.
- \_\_\_\_\_ 21. A person shall not be employed as a Kentucky school bus driver if convicted of driving a motor vehicle under the influence of alcohol or any illegal drug within the last five (5) years.
- \_\_\_\_\_ 22. A criminal records and motor vehicle records (MVR) check shall be performed by a local district on new bus drivers prior to initial employment or after a break in service, excluding summers.
- \_\_\_\_\_ 23. Certified Kentucky school bus drivers shall complete annually an eight (8) hour in-service update, relevant to the core curriculum, prior to the beginning of the school year.
- \_\_\_\_\_ 24. All Kentucky public school buses transporting three (3) and four (4) year old children shall be staffed with a minimum of one (1) driver assistant.
- \_\_\_\_\_ 25. The superintendent shall require that a safety inspection be made on each school bus owned and operated by the board or contracted to the board, at least once each month.
- \_\_\_\_\_ 26. All persons who operate a Kentucky school bus must have a contract in which the terms of employment are clearly defined.
- \_\_\_\_\_ 27. A law that has been enacted by a legislative body is called a statute, thus the Kentucky Administrative Regulations.
- \_\_\_\_\_ 28. Pupils shall remain seated until the bus has come to a complete stop before leaving their seats.
- \_\_\_\_\_ 29. When loading students, the driver shall bring the bus to a complete stop approximately ten (10) feet from the nearest students.
- \_\_\_\_\_ 30. A state certified school bus driver must have an annual physical exam each school year.

**(TRUE OR FALSE)**

- \_\_\_\_\_ 31. An inoperable crossing gate discovered during the pre-trip inspection deadlines the bus until repairs are made.
- \_\_\_\_\_ 32. At 45 MPH, a four (4) second following distance should be maintained.
- \_\_\_\_\_ 33. An oil pressure gauge indicates how much oil you have in the bus.
- \_\_\_\_\_ 34. The front brake slack adjusters must be checked for play during a five-minute walk-a-round.
- \_\_\_\_\_ 35. Failure to perform a pre-trip inspection on every bus you drive each and every day is a violation of state and Federal law.
- \_\_\_\_\_ 36. The use of service brakes on a long and/or steep downgrade is only a supplement to the braking effect of the engine.
- \_\_\_\_\_ 37. If a front hub oil seal is leaking, it can increase the stopping distance of your vehicle.
- \_\_\_\_\_ 38. When braking a bus with ABS type brakes, you pump the brakes to stop.
- \_\_\_\_\_ 39. The loading steps to be performed by a driver is broken down into four (4) categories: 1) approach; 2) stop; 3) loading and 4) door.
- \_\_\_\_\_ 40. There are instances when a school bus stop should be made in an intersection.
- \_\_\_\_\_ 41. When turning a forward control bus, a driver should turn earlier than when turning a conventional style bus.
- \_\_\_\_\_ 42. The best and most efficient steering technique is controlled slipping.
- \_\_\_\_\_ 43. A concave mirror has the mirror center higher than its sides.
- \_\_\_\_\_ 44. Egress means "to enter."
- \_\_\_\_\_ 45. The expert driver adjusts his/her speed to specific road and traffic conditions.
- \_\_\_\_\_ 46. The school bus eight (8) light system may be used in an emergency as well as when students are loading or unloading the bus.
- \_\_\_\_\_ 47. The crossing gate shall not be used on school grounds.
- \_\_\_\_\_ 48. When evacuating a school bus, the students should move to a minimum distance of 100 feet from the bus.

**(TRUE OR FALSE)**

- \_\_\_\_\_ 49. The stop arm shall be used at all times when loading or unloading students, this includes while on school property.
- \_\_\_\_\_ 50. A driver should always set the parking brake when loading or unloading students to avoid driver error that may allow the bus to move.

**FILL IN THE BLANKS WITH THE APPROPRIATE ANSWER(S)**

51. Between \_\_\_\_\_ and \_\_\_\_\_ feet from the loading zone, the driver shall activate the big yellow loading lights.
52. When a vehicle \_\_\_\_\_, the tires lose contact with the road and ride on a thin film of water.
53. If your bus begins to skid, immediately turn the wheel in the \_\_\_\_\_ (same/opposite) direction as the skid.
54. Each student who rides a school bus must receive \_\_\_\_\_ emergency evacuation drills per year.
55. There a total of eight (8) emergency evacuation options, but only \_\_\_\_\_ should be practiced.
56. A school bus driver will make close to \_\_\_\_\_ major decisions every mile.
57. There are \_\_\_\_\_ different classifications of fires.
58. All Kentucky school buses are equipped with (how many) \_\_\_\_\_ reflective triangles?
59. The number of driver assistants required on a school bus transporting three (3) and four (4) year old children shall be recommended to the superintendent by the \_\_\_\_\_ or \_\_\_\_\_.
60. The width of a Kentucky school bus, excluding mirrors is \_\_\_\_\_ (state feet or inches).

**CIRCLE THE BEST ANSWER**

61. The person(s) designated by the Board of Education who is responsible for the discipline of pupils who ride school buses is the:
- a. school bus driver
  - b. transportation director
  - c. principal
62. School bus drivers shall be provided with a list of students who ride their bus by:
- a. the principal
  - b. the superintendent
  - c. the transportation director
63. A school bus driver should look ahead when driving, a minimum of:
- a. 4-5 seconds
  - b. 1/2 of a mile
  - c. 12-15 seconds
64. If you are driving a Kentucky school bus, you should have a minimum of \_\_\_\_\_ seconds following distance when traveling over 40 MPH.
- a. 4
  - b. 5
  - c. 12

**(MULTIPLE CHOICE)**

65. The proper method to negotiate a curve is to brake:
- a. when coming out of the curve
  - b. in the middle of the curve
  - c. before entering the curve
66. In heavy traffic, it is best to:
- a. drive at the speed of other traffic; provided the traffic is moving below the posted speed limit
  - b. drive slowly on the extreme right
  - c. pass cars until you find an open space ahead

**(MULTIPLE CHOICE)**

67. The person who recommends whether the crossing gate is to be used on school grounds is:
- a. superintendent
  - b. driver training instructor
  - c. transportation director
68. Skids are generally caused by:
- a. driving too fast for the road conditions
  - b. too much air in the tires
  - c. poorly adjusted brakes
69. Most traffic accidents are the result of:
- a. mechanical defects of the bus
  - b. bad weather conditions
  - c. errors in the driver's judgment
70. A bus driver who cuts the corner too closely when making a right turn, causing his wheels to go over the curb, is probably:
- a. a poor judge of distance in other situations too
  - b. deliberately trying to save time
  - c. a safe driver in other ways
71. When parallel parking on the right edge of the roadway, with a curb and on an upgrade, it is best to:
- a. turn the front wheels turned toward the edge of the road
  - b. turn the front wheels turned toward the center of the road
  - c. keep the front wheels pointed straight ahead
72. When approaching a traffic signal showing a flashing red light, you should:
- a. continue at a reasonable speed provided no cars are approaching on the side streets
  - b. stop and remain stopped until a green light appears
  - c. come to a full stop and proceed with caution when clear
73. Which of these turning movements is involved in the most serious types of accidents?
- a. right turns
  - b. left turns
  - c. turns into private driveways

**(MULTIPLE CHOICE)**

74. When approaching oncoming vehicles at night, you should:
- a. use lower headlight beams
  - b. use upper headlight beams
  - c. use parking lights
75. When meeting a car with glaring headlights, you should:
- a. watch the right side of the road
  - b. turn on your own bright lights
  - c. watch the center line of the road
76. The most common driver violations that result in an accident is:
- a. speeding
  - b. failure to yield right of way
  - c. failure to use proper turn indicators
77. Children of what ages are generally considered capable of recognizing traffic danger?
- a. 5 to 6 years of age
  - b. 7 to 8 years of age
  - c. 10 to 12 years of age
78. Normal following distances should be \_\_\_\_\_ on highways because traffic in front of you is traveling at a higher rate of speed
- a. reduced
  - b. increased
  - c. about the same
79. Defective exhaust systems can contribute to
- a. carbon monoxide poisoning
  - b. carbon dioxide poisoning
  - c. hydroplaning
80. A Kentucky school bus driver must wear his/her seat belt when operating a school bus
- a. only when transporting children
  - b. always
  - c. never

**(MULTIPLE CHOICE)**

81. The reason you never shift gears while crossing railroad tracks is because of
- a. the time it takes to shift the gears
  - b. your attention is diverted from the outside of the bus
  - c. the fact that a vehicle is most likely to stall when shifting gears
82. The driver shall not transport adult employees of the board or any person not employed by the board unless he receives written permission from the
- a. superintendent
  - b. school board
  - c. principal
83. A Kentucky school bus driver must have a minimum of \_\_\_\_\_ vision in each eye, with or without corrective lenses.
- a. 20/80
  - b. 20/30
  - c. 20/40
84. Basic transportation of non-handicapped students is
- a. required by law
  - b. not required by law
  - c. proportionate to the enrollment scale of the district
85. ABS stands for
- a. airbags, brakes, steering
  - b. airway, breaks, shock
  - c. anti-lock braking system
86. Each Kentucky school bus must receive a safety inspection
- a. every 14 days
  - b. monthly
  - c. every 3 months
87. Kentucky school bus drivers must have a physical every
- a. year
  - b. two years
  - c. four years

**(MULTIPLE CHOICE)**

88. A Kentucky school bus driver must be tested for tuberculosis
- a. each year
  - b. never
  - c. at initial employment only
89. A LAB test performed during a pre-trip inspection stands for
- a. leaks, alarms, button
  - b. leaks, air supply, brakes
  - c. looseness, air, bulges
90. Yielding the right of way means
- a. slow down and proceed when light is green
  - b. allow the other person to go first
  - c. stop, look in all directions, go when clear
91. When approaching cyclists, give a short beep on horn at least how many feet prior to passing to warn them that you are near?
- a. 50
  - b. 100
  - c. 200
92. A school bus driver should periodically check the speedometer (gauges). This should occur about every \_\_\_\_\_ seconds.
- a. 5
  - b. 12
  - c. 20

**FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)**

93. The loading of students is broken down in to four (4) categories. These are:

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94. Students who must cross the roadway cross \_\_\_\_\_ to \_\_\_\_\_ feet in front of the bus.



**FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)**

95. The safest and best steering technique for school bus drivers to use is called \_\_\_\_\_.
96. Parking is prohibited within \_\_\_\_\_ feet of a fire hydrant.
97. In Kentucky, all school bus drivers should adhere to the motto "SAFETY \_\_\_\_\_, \_\_\_\_\_ SECOND."
98. A pentagon (five-sided) shaped sign tells you there is a \_\_\_\_\_ ahead.
99. A diesel engine should run at least \_\_\_\_\_ minutes before it is shutdown.
100. The \_\_\_\_\_ mirrors show the front of the bus.

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**100 QUESTION TEST**  
(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)  
**ANSWER KEY**

1.	TRUE	26.	TRUE
2.	FALSE	27.	FALSE
3.	TRUE	28.	TRUE
4.	FALSE	29.	TRUE
5.	FALSE	30.	TRUE
6.	FALSE	31.	TRUE
7.	TRUE	32.	FALSE
8.	TRUE	33.	FALSE
9.	FALSE	34.	FALSE
10.	TRUE	35.	TRUE
11.	TRUE	36.	TRUE
12.	TRUE	37.	TRUE
13.	FALSE	38.	FALSE
14.	TRUE	39.	TRUE
15.	TRUE	40.	FALSE
16.	TRUE	41.	FALSE
17.	FALSE	42.	FALSE
18.	TRUE	43.	FALSE
19.	FALSE	44.	FALSE
20.	TRUE	45.	TRUE
21.	TRUE	46.	FALSE
22.	TRUE	47.	FALSE
23.	TRUE	48.	TRUE
24.	TRUE	49.	TRUE
25.	TRUE	50.	TRUE

51.	150' - 200'	76.	B
52.	HYDROPLANES	77.	C
53.	SAME	78.	C
54.	FOUR	79.	A
55.	SEVEN	80.	B
56.	TWENTY	81.	C
57.	THREE	82.	A
58.	THREE	83.	C
59.	DRIVER TRAINING INSTRUCTOR/ TRANSPORTATION DIRECTOR	84.	B
60.	8 ' OR 96"	85.	C
61.	C	86.	B
62.	A	87.	A
63.	C	88.	C
64.	B	89.	A
65.	C	90.	B
66.	A	91.	C
67.	B	92.	A
68.	A	93.	APPROACH, STOP, LOADING, DOOR
69.	C	94.	10' - 15'
70.	A	95.	HAND OVER HAND
71.	B	96.	15'
72.	C	97.	FIRST, SCHEDULE
73.	B	98.	SCHOOL ZONE
74.	A	99.	THREE
75.	A	100.	CROSSOVER

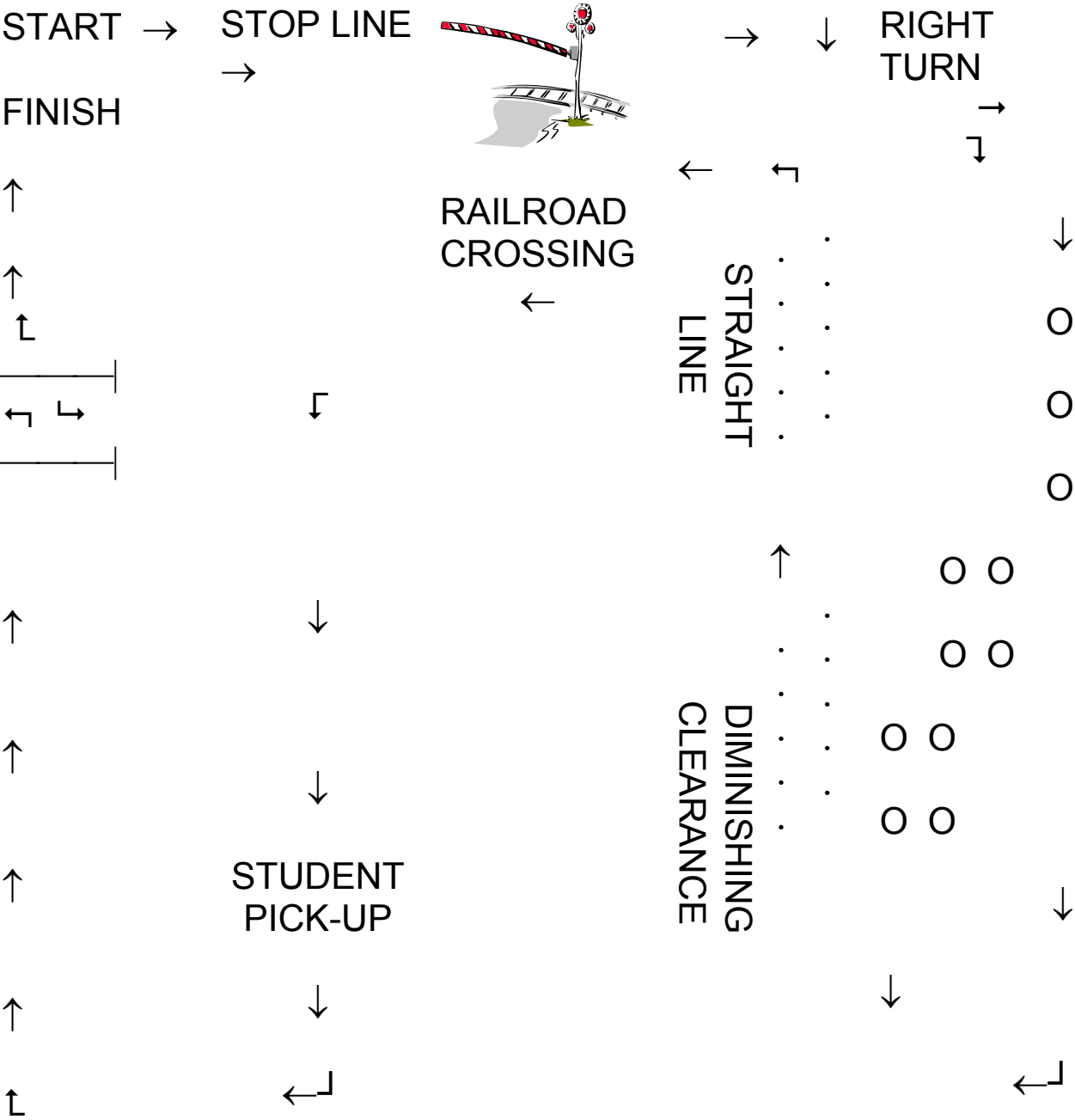
## “SAMPLE COURSES”

- Example 1            -        The “Line”
- Example 2            -        The “U”
- Example 3            -        The “X”

REMEMBER:        You may construct your course in any combination that fits your available space and/or equipment.

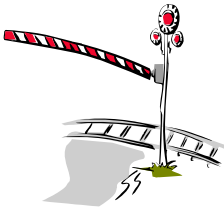
NOTE:                **The offset alley *MUST* follow the serpentine.**

# EXAMPLE 1 THE "LINE"

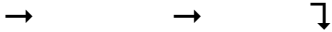


# EXAMPLE 2 "THE U"

RIGHT TURN



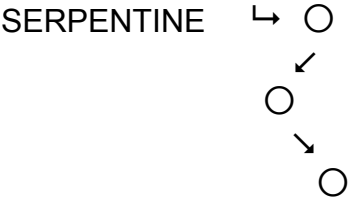
RAILROAD CROSSING



DIMINISHING  
CLEARANCE



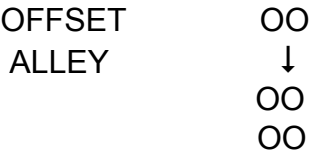
STUDENT  
PICK-UP



STRAIGHT  
LINE



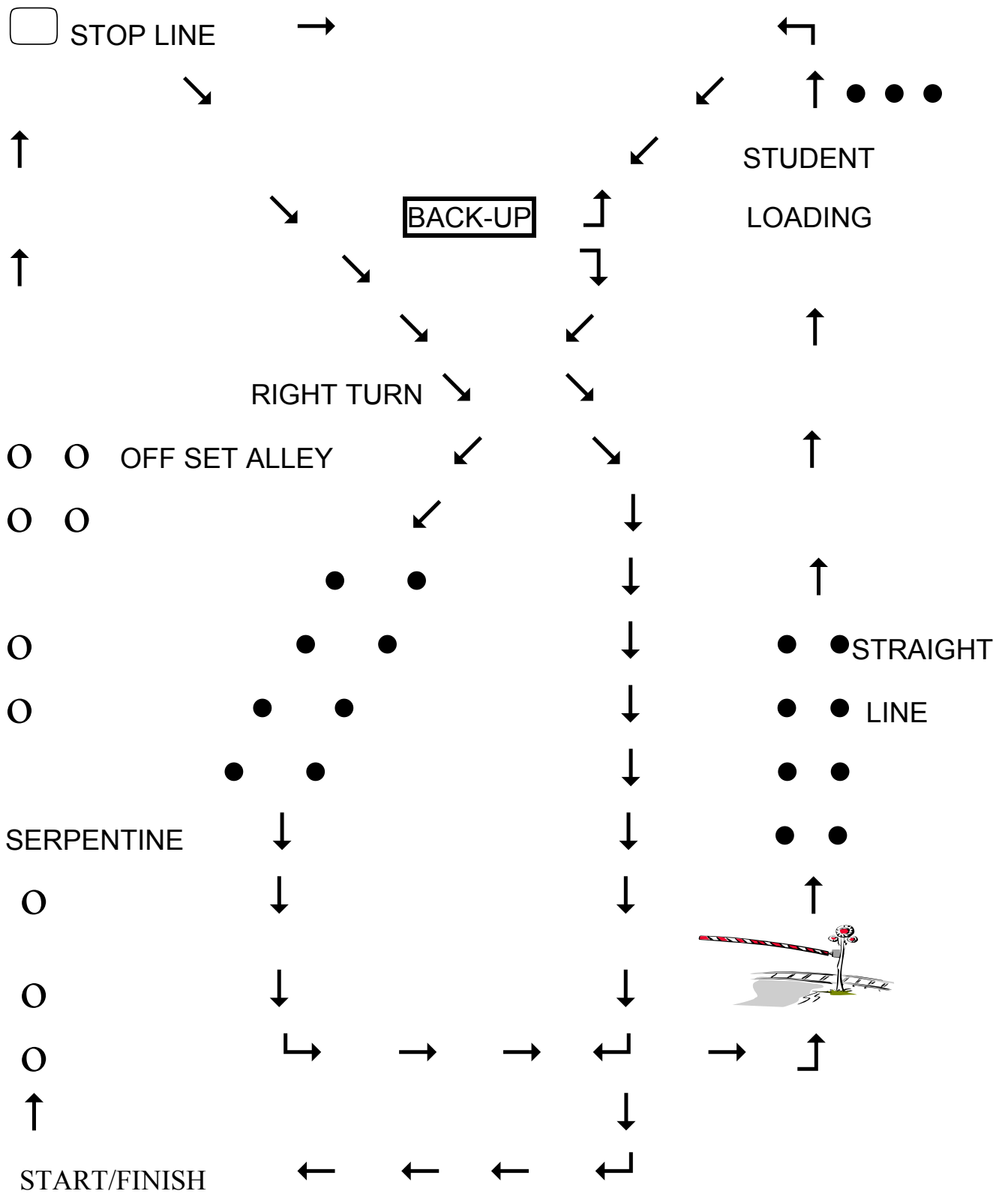
OO



STOP  
LINE

FINISH

### EXAMPLE 3 "THE X"



# **PART 2**

## SECTION 1

### “VEHICLE-AT-SPEED”

The second part of the vehicle-at-speed requirement is not scored in the fixed mode, that is, it is not part of the 610 points of Part 1 of the vehicle-at-speed.

Part 2 is scored by indicating either “pass” or “fail” on each activity. This is a perfect opportunity for you, the driver training instructor, to use your professional judgment when scoring your driver applicants. The following page is the score sheet that you shall use to document your applicant’s success or failure on each required activity.



NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**VEHICLE OPERATION AT SPEED  
PART 2  
(FLEXIBLE/SUBJECTIVE SCORING)**

LOCAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENTS SHOULD USE THESE SCORE SHEETS TO VERIFY THAT "VEHICLE AT SPEED" WAS PERFORMED FOR A MINIMUM OF ONE (1) HOUR. THE FOLLOWING ITEMS MUST BE COVERED DURING THE "VEHICLE AT SPEED" PART 2 STAGE.

A.

<b>A.</b>	<b>VEHICLE OPERATION AT SPEED – ONE (1) HOUR</b>	<b>PASS</b>	<b>FAIL</b>	<b>COMMENTS</b>
1.	90 Degree left hand turn, range course to include 10 mph. (50' outside radius and 36' inside radius)			
2.	90 Degree right hand turn (same radius)			
3.	Irregular surface – driving right wheels off an irregular surface 3" curb or road at 10 mph in an 11' landing area. Maneuver shall be performed at 75' distance dimension, safe recovery.			
4.	Straight ahead panic brake at 20 mph on command. Stop the bus 30' from designated stopping point and prior to reaching a marking cone 40' from first cone.			
5.	Evasive maneuver through an opening, driving the serpentine right or left on tester command at 15mph hitting no cones. (80' from opening to first cone, other cones 60' apart) make 180 degree turn and serpentine opposite direction.			

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_